

# EMERGENCY MANAGEMENT INSTITUTE

NATIONAL EMERGENCY TRAINING CENTER • EMMITSBURG, MD 21727



FEMA

## Course: *Series Announcement - Fiscal Year (FY) 2014* *Virtual Tabletop Exercise (VTTX) Series*

**Purpose:** The purpose of this Training Opportunity is to announce the FY 2014 Virtual Table Top Exercise (VTTX) series for September, 2013 to August, 2014.

**Note:** *A separate Training Opportunity with application instructions and deadline to apply will go out for each VTTX event 60 days prior to the event.*

**Exercise Date & Location:** Various; see below for current schedule.

**Exercise Length:** 4 Hours. Start time is 12:00 P.M. EST and end time is 4:00 P.M. EST.

**Exercise Description:** The Virtual Tabletop Exercises (VTTX) will be offered monthly by the Emergency Management Institute (EMI). The VTTX involves key personnel discussing simulated scenarios in an informal setting, and can be used to assess plans, policies, training and procedures. The VTTX differs from other Tabletop exercises in that it will be conducted using Video-Teleconference (VTC) technology (not web based), and is intended to provide an opportunity for responders across the nation to simultaneously participate in a hazard-specific facilitated discussion. Lead facilitation for the exercise will be coordinated by EMI, with local facilitation provided by the participating agency. This format will allow the common delivery of exercise materials, scenarios, modules and discussion questions among those participating in the exercise.

### **FY14 EMI VTTX Schedule:**

VTTX 0001	September 18, 2013	Earthquake
VTTX 0002	October 23, 2013	Winter Storm
VTTX 0013	November 20, 2013	Continuity of Operations (COOP)
VTTX 0014	December 18, 2013	Prison Riot
VTTX 0005	January 22, 2014	Tornado
VTTX 0006	February 19, 2014	Wildland Fire
VTTX 0007	March 19, 2014	Flood
VTTX 0015	April 16, 2014	Cyber
VTTX 0009	May 14, 2014	Hurricane
VTTX 0016	June 18, 2014	Aircraft Crash
VTTX 0017	July 23, 2014	Stadium/Arena Scenario
VTTX 0018	August 20, 2014	School Hostage
VTTX 0019	September 17, 2014	Radiological Dispersion Device (RDD)
VTTX 0020	September 23, 2014	High-Rise Fire

# TRAINING OPPORTUNITY

### Public Health Focus VTTX Series:

Building on the success of the EMI VTTX series, we partnered with the Centers for Disease Control and Prevention for a quarterly VTTX offering of a separate public health related VTTX series in addition to the EMI hosted events.

VTTX 0021	November 6, 2013	Winter Storm Select Agent Release (Public Health)
VTTX 0022	February 26, 2014	Chemical (Public Health)
VTTX 0023	May 21, 2014	Pandemic Flu (Public Health)
VTTX 0024	September 3, 2014	Radiological Dispersal Device (Public Health)

### Target Audience:

The VTTX program is designed for a “community based” group (not individuals) of at least 12 or more personnel from local or State emergency management organizations with representation from all Emergency Management disciplines - public safety, public works, public health, health care, government administrative, communications, military, private sector, non-governmental, and other whole community partners involved in incident response and recovery.

### Exercise Design

This VTTX is designed to engage the participants in a no fault, hazard-specific exercise discussion. The lead facilitation will occur via VTC from the EMI campus, and will be complimented by a dedicated local agency facilitator at each VTC site.

The VTTX will be supported by an Exercise and Coordination Facilitation Guide, which will include all required logistical information (room layout, connection instructions, etc.), as well as facilitation and hot wash instructions.

The VTTX will consist of:

- A hazard awareness briefing on the scenario hazard.
- Three discussion modules presented by the EMI facilitator.
- Local discussion with guided questions facilitated by an on-site facilitator.
- Brief-outs from each participating location after each module.
- Hot wash conducted at each location after the VTC has ended.
- AAR/IP submission by the participating organization no later than 30 days from the completion of the VTTX event.

### Participation Requirements:

The VTTX will be limited to approximately 10 locations per exercise. Participants must have an appropriate site equipped with VTC capability (not web based) that can access the Federal Emergency Management Agency (FEMA) VTC site (connection information will be provided by EMI). Participating locations will be responsible for local exercise logistics, and should designate an exercise coordinator to implement the logistical requirements for the exercise. In addition, the location must provide a person capable of facilitating the on-site portion of exercise. Electronic copies of the related exercise materials (Exercise and Coordination Facilitation Guide, Situation Manual, agenda, etc.) will be provided in advance by EMI.

### Program Information:

For additional program data to include an information paper and frequently asked questions (FAQs), please email Todd Wheeler at [Todd.Wheeler@fema.dhs.gov](mailto:Todd.Wheeler@fema.dhs.gov) or phone (301) 447-1101.

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